



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 28.2

Subject: Maintenance of Physical Plant of DCS Group Homes

Supersedes: DCS 28.2, 05/01/98

Local Policy: No

Local Procedures: Yes

Training Required: No

Applicable Practice Model Standard(s): Yes

Approved by:

Effective date: 05/01/98

Revision date: 11/01/04

Application

To All Department of Children's Services Group Home Supervisors, Employees, and Youth

Authority: TCA 37-5-101; TCA 37-5-102; TCA 37-5-106

Policy

Each DCS group home supervisor shall ensure that his/her facility is maintained in a good state of repair and that such facility receives daily maintenance in order to promote the safety and good health of youth, visitors, and staff members

Procedures

A. Development of the housekeeping and maintenance plan

The DCS Group Home supervisor shall:

1. Develop a housekeeping and maintenance plan that ensures the facility is clean and that the facility, grounds, furnishings, and equipment are maintained.
2. Include in the housekeeping and maintenance plan a schedule of chores for youth and staff to perform concerning the required cleaning and maintenance of the facility, grounds, and equipment.

3. Visually inspect the condition of the structure and grounds daily and schedule corrections of any deficiencies found in the cleanliness or hygienic condition of the facility.

**B. Coordination of
repairs to the
facility**

1. **Leased Facilities**: The DCS group home supervisor shall determine whether the damage/malfunction occurred as a result of normal usage, accident, or abuse by the staff or youth. If staff or youth did not cause the damage, the property owner shall be responsible for repairs and shall be notified by the DCS group home supervisor within two (2) working days. If staff or youth caused the damage, the DCS group home supervisor shall ensure that such damage/malfunction is repaired as soon as possible.
2. **State Owned Facilities**: The DCS group home supervisor shall ensure that the damage/malfunction is repaired as soon as possible. Proper bidding procedures will be followed.

**C. Maximum
occupancy**

The Department of Children's Services will operate Community Residential Facilities that house no more than twenty-five (25) youth in each housing unit.

D. Decorations

Each DCS group home supervisor will outline in the youth handbook the guidelines for youth in decorating their rooms. The guidelines will be reviewed annually along with the review of the youth handbook.

E. Laundry

Each DCS group home will have one operable washer and dryer for every sixteen (16) youth or provide access to laundry capabilities.

**F. Visitation/ access
to recreation
space**

Each DCS group home will provide adequate and appropriate space for visitation and recreation programs.

G. Sleeping rooms

Adults must never share a sleeping room with a youth. Supervision of youth on suicide watch will be conducted as outlined in DCS policy [19.1, Suicide/Self Harm Intervention](#). Male and female youth must never share a sleeping room.

Forms

None

Collateral Documents

None

Standards

ACA 3-JCRF-2B-02

ACA 3-JCRF-2C-03

ACA 3-JCRF-2C-07

ACA 3-JCRF-2E-03

ACA 3-JCRF-3A-10

ACA 3-JCRF-3A-11

DCS Practice Model Standard - 8-306